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## EMPLOYEE HANDBOOK

### "YOU and the Central Intelligence Agency"

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## FOREWORD

(Although all CIA employees are entitled to a copy) this booklet has been prepared primarily to introduce new employees to the Agency. It is designed to acquaint newcomers with the basic benefits, privileges, and responsibilities of Agency employees. The material is applicable to most Agency personnel, although some CIA employees are subject to certain rules and procedures which are not discussed in this booklet. Information concerning these variations may be obtained from your personnel or administrative officer and by consulting official Agency regulations and handbooks.

This booklet is designed to permit you to add or remove individual pages with a minimum of effort. From time to time certain Agency policies, regulations, and procedures are changed. As these changes are published you are expected to keep this booklet current by replacing the old with the new. If you are in doubt as to how these changes may affect you, consult your supervisor for further information or guidance.

## I. The Central Intelligence Agency

### A. Statement of Welcome by the DCI

To those of you who are new to the Agency or the profession of intelligence I bid you welcome and wish you well. I would like you to achieve a good understanding of the Agency's personnel policies and objectives and why they are important to the success of the Agency's mission. The Agency has been through an intense period of testing and examination. From this, a better public understanding is developing about the role of intelligence. We must merit the public trust and perform the Agency's tasks successfully. To do this, we must win and retain highly motivated employees possessing the requisite skills and abilities.

The personnel system must work effectively if the Agency is to succeed in meeting its responsibilities. The system must operate in such fashion as to stimulate high-quality performance and must be responsive to the inevitable need of any organization for self-renovation.

I see as key elements of such a personnel system (1) an evaluation system that assesses individual performance in the light of abilities and that makes the necessary decisions--on the basis of merit--for assignment, promotion, or separation; (2) a planning system that helps management to avoid peaks and troughs in the influx of personnel and that works to assure a flow of promotion supportive of the aspirations of highly qualified employees; and (3) an organizational division of responsibilities that establishes the essential unity of the Agency's personnel system while recognizing the responsibilities of line management



for managing the human resource. Finally, as the Agency does not exist in a vacuum, it must also develop the caliber of employee that can support its broader role in the Intelligence Community.

# I. The Central Intelligence Agency

## B. What is the Role of Intelligence?

On September 18, 1947, CIA officially began under a charter which made the Agency subject to the direction of the President and the National Security Council (NSC). Specifically, the Agency is tasked with the responsibility of advising the NSC in intelligence matters relating to national security. It also makes recommendations for coordination, correlation, and evaluation as well as dissemination of intelligence relating to national security. The Director of Central Intelligence in addition to serving as the head of the Agency also serves as the coordinator of the total American intelligence effort and intelligence advisor to the President.

Nearly thirty years after the establishment of CIA the findings of the Senate Select Committee on Intelligence in 26 Apr 1976 reported as follows:

"United States foreign and military intelligence agencies have made important contributions to the nation's security, and generally have performed their missions with dedication and distinction. The individual men and women serving America in difficult and dangerous intelligence assignments deserve the respect and gratitude of the nation.

There is a continuing need for an effective system of foreign and military intelligence. United States interests and responsibilities in the world will be challenged, for the foreseeable future, by strong

and potentially hostile powers. This requires the maintenance of an effective American intelligence system."

# I. The Central Intelligence Agency

## C. Directorate Functional Statements

The Directorate of Administration provides support to all Agency components and the Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to senior managers in the Agency.

The Deputy Director for Administration is assisted in discharging his Agency-wide support responsibilities by eight individual Offices. These Offices support Agency activities in the areas of personnel, logistics, training, finance, communications, security, medical and data processing. The DDA Office Staff, a relatively small staff, supplies Agency-wide specialized services for Information Systems Analysis, Information and Privacy requirements Historical documentation and support to the Directorate at large in areas of career management, budget, equal employment opportunity and assessment of Directorate activities.

I. The Central Intelligence Agency

C. Directorate Functional Statements

The National Foreign Assessment Center (NFAC) is composed of the Offices of Central Reference, Economic Research, Geographic and Cartographic Research, Imagery Analysis, Regional and Political Analysis, Scientific Intelligence, Strategic Research, Weapons Intelligence; the Current Reporting Group; and the Publications and Presentations Group. The Director of NFAC is responsible for directing the activities of the National Intelligence Officers, and for advising the Director of Central Intelligence regarding the substance of all finished intelligence. NFAC produces and publishes finished substantive intelligence including National Intelligence Estimates, Special National Intelligence Estimates and Interagency Intelligence Memoranda.

I. The Central Intelligence Agency

C. Directorate Functional Statements

The Science and Technology Directorate keeps the Director of Central Intelligence informed on scientific and technical matters. It is here that CIA's research, development and engineering plans and programs in support of the intelligence production of the U. S. Government is accomplished. This Directorate maintains liaison with other Government agencies as well as the scientific community at large on matters of science and technology relating to intelligence.

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## I. The Central Intelligence Agency

## D. Security Aspects of a Career in Intelligence

Loyalty and security requirements for Government employees require heads of agencies and departments to designate as sensitive any position in which the occupant thereof could bring about an adverse effect on the national security. All positions in the Central Intelligence Agency are considered sensitive.

Each new employee is therefore expected to understand and comply with the Agency's security requirements and regulations. This is of elemental and utmost importance. Security needs and requirements must become so familiar and ingrained as to condition and govern future actions and thoughts, both inside and outside the office. As one of the first and most important duties, all new employees attend security indoctrination lectures at the time of their entrance on duty, and security reviews are held from time to time to remind everyone of the importance of security requirements. Every office maintains a copy of material which you are required to read from time to time to refresh your memory and to keep you abreast of any changes which may be made.

## II. Types of CIA Employees

### A. Staff

Staff are individuals with potential for long-term CIA employment. They are appointed with the expectation they will develop their careers in the Agency. Staff employees are appointed to General Schedule (GS) positions, in grades 1 to 18, as in the rest of the Federal Government. The only exception to this are employees under Wage Board administration who receive hourly pay based on the prevailing rate for their particular skills. On occasion, a person with unique skills the Agency needs may be given a Reserve appointment of one to five years, or a Temporary appointment of less than a year.

### B. Contract

Contract employees' salary and other benefits are set forth in a signed contract. For example, consultants whose careers lie with another organization but whose knowledge and skills are needed in an advisory capacity by the Agency are hired under a contract.



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## II. Types of Employees

### C. Summer-Only Employment

A Summer-Only Program administered by the Office of Personnel exists for the purpose of employing a limited number of employees during the summer months to assist in essential temporary or backlogged Agency work requirements. To be eligible for these temporary positions, applicants must be dependents of acknowledged Agency employees, must have graduated from high school and be at least 17 and not more than 23 years of age by the first of June of the year in which they are being hired. The Summer-Only Program offers Agency dependents an opportunity to be gainfully employed during the summer months and to learn more about the Agency.

## II. Type of CIA Employees

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D. Career Training Program

The Career Training Program is open to those graduating seniors and graduate students who wish to pursue careers in intelligence, either within their area of academic specialization or in more general fields. Its objectives are careful selection, substantial training, and placement designed to promote both the individual's work contribution and their job satisfaction.

Candidates are selected on the basis of intellectual level, record of achievement, interests and aptitudes relevant to our work, and physical and emotional fitness. A well-developed interest in foreign affairs is fundamental. A good academic record, at the undergraduate level and graduate study accomplished or in progress, is deemed essential, as is the ability to communicate clearly and concisely, both orally and in writing. Prior military service, particularly where leadership ability has been demonstrated, some knowledge of, or aptitude for learning a foreign language and/or travel abroad are all desirable qualifications. Those appointed to the Program enter on duty as trainees and receive several months of formal and on-the-job training before assignment to one of the Agency's functional Career Services.

Professional employees who are assigned directly to jobs at the time of appointment may apply for enrollment in the Career Training Program after a period of successful work performance. Each year's classes include many internal candidates who thus have demonstrated career growth potential.

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## II. Type of CIA Employees

### E. Student Trainee Program

The Student Trainee Program is based on the popular concept of co-op education. Under this Program student employees alternate work and study periods. Long-range recruitment of occupational skills in short supply is the objective of this Program, and since it was adopted by the Agency in 1961, it has provided a steady flow of highly qualified employees in several academic disciplines. Today, one-third of all Agency components employ Student Trainees.

Trainees are selected from academic institutions that have established programs. They must also meet the same employment standards as permanent employees. Emphasis is placed on interest and suitability in relation to the positions available. In lieu of any substantial work experience, considerable importance is placed on the academic performance of each candidate as reflected by the grade point average.

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## II. Type of CIA Employees

### E. Graduate Studies Program

Only those who have completed their undergraduate study with a firm commitment to attend graduate school the fall following the internship are eligible for this Program. Generally, most of the students selected for this Program have completed one or more years of graduate study. This level of academic training is necessary because the Program provides students with an opportunity to apply their academic skills to the substantive research and analytical tasks of the Agency.

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### III. Trial Period of Employment

The career selection process is vitally important to the well-being of the Agency, and it is essential that carefully weighed determinations be made during an employee's trial period as to the individual's suitability for long term employment. The Agency's tasks and assignments often require lengthy training for new employees making it difficult to properly evaluate their work performance during their first year of employment. The trial period of employment for new employees covers three years. This gives both the employee and management the time necessary to determine whether the individual's continued Agency employment is in their mutual interest.

During the first two years of the trial period, an employee may be terminated by the Director of Personnel on the recommendation of the Head of the employee's Career Service. During the third year of the trial period the employee may appeal a decision to terminate his or her employment to the DCI. See  for further details.

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#### IV. Responsibilities of the Employee

##### A. Agency Rules of Conduct

The maintenance of unusually high standards of honesty, integrity, and conduct by Agency employees is essential to assure the proper performance of the Agency's business. The Agency endeavors to create conditions of employment and a working environment which encourage the maintenance of standards of employee conduct that reflect credit on the Government and the Agency. As an Agency employee you are subject to rules of conduct established by statute, Congressional resolution, Executive Order, and applicable Federal Government and CIA regulations. You are subject to disciplinary action, should you violate the rules of conduct. This action may include official reprimand, probation, suspension, or separation from the Agency.

Agency rules of conduct in addition to a number of statutory prohibitions are contained in

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#### IV. Responsibilities of the Employee

##### B. Reporting of Illegalities

It is the responsibility of every Agency employee to report any and all improper or illegal actions which the employee believes have been undertaken by the Agency. This includes any activity which might be construed to be outside the legislative charter of CIA, as well as matters that the employee feels raises questions of legality or propriety. The Director encourages you to bring all such matters either personally to his attention or to the Inspector General.

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#### IV. Responsibilities of the Employee

##### C. Employee Reliability

Agency employees are expected to conform to the rules, regulations and policies of the Central Intelligence Agency including those associated with their job performance.

Agency policy requires that each employee be willing to sacrifice personal goals and desires where necessary for the interest of being responsive to the authorized needs of the Agency and its mission. Employees are expected, to the best of their abilities, to display a willingness to carry out their duties consistent with authorized directives, oral or written. Failure to do so may be judged as unreliability on the part of the employee and could result in his or her dismissal.



#### IV. Responsibilities of the Employee

##### D. Security

You should be aware that your individual security responsibilities are critical to the mission of the Agency. It is your responsibility to report at once to a supervisor or security officer any possible breach of security or compromises of classified material. Additionally, you should be constantly aware that this Agency and its employees remain a target of hostile intelligence services. You should guard against discussing classified information in public areas and in the conduct of your private affairs, be cautious to avoid making statements that could be construed as a pronouncement of official Agency policy. In the handling and processing of classified materials, you should adhere to the "need-to-know" principle. You should be attentive to security practices in your office routine and be aware that classified materials are not to be taken home, unless specific storage arrangements have been approved by the Director of Security. For further guidance on security related matters Agency employees are referred to Headquarters  of the Headquarters Regulations. Advice on specific problems can be sought from Area Security Officers or directly from the Office of Security's External Activities Branch . During after-duty hours, similar assistance may be obtained from the Security Duty Office, .

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#### IV. Responsibilities of the Employee

##### E. Filing of W-4 Tax Withholding Form

It is the employee's responsibility to file IRS form W-4 to establish withholding for federal taxes and to resubmit a W-4 when there are changes which would effect withholdings. It is also the employee's responsibility to file the appropriate withholding forms for the state in which they are a resident. The W-4 and state withholding forms are available from the stockroom in agency buildings or the component admin officer.

Questions which arise in filling out the forms should be directed to the Office of Finance, Automated Operations Branch,

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#### IV. Responsibilities of the Employee

##### E. Pay Checks

Pay checks are distributed by the Time and Attendance (T&A) Clerk in your office on alternate Thursdays (or every fourth Thursday if you are on the four-week pay system). If you wish, you may complete a form to have your check deposited directly to your checking or savings account. The check will be deposited on alternate Thursdays. To complete the form, you need the exact name(s) in which the account is kept, the name of the bank and the branch, its address and the account number. See your T&A clerk to complete the form.

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#### IV. Responsibilities of the Employee

##### E. Locator Card

A locator card is maintained on each employee listing the social security number, the employee's office location, office telephone extension, home address, home telephone number and emergency designee information; data which is necessary in order to locate an employee or to handle an emergency situation.

It is essential that each locator card be kept current. Periodically Form 642V is distributed to all employees to verify the information on their locator card in order to assure the record is current and accurate.

## V. Keys for Your Career

### A. Career Services

When you enter the Agency you are assigned to a given Career Service as well as to the particular office where your job is located. Each Career Service is composed of employees who are engaged in similar duties, or possess similar skills. As appropriate, the Head of each Career Service may organize Career Sub-Groups within the Career Service on a functional, grade, or program basis. An example is the Finance Career Sub-Group; an accountant commencing an Agency career in his or her occupational specialty would probably be designated a member of the Administrative Career Service and the Finance Career Sub-Group. The employee might work in either the Office of Finance or some other operating element that needs a finance-trained employee.

The Head of your Career Service is responsible for your training, promotions, assignments, and general career development regardless of where you may be working in the Agency. As a means of identifying you with your Career Service, you are assigned a Service Designation (SD) consisting of one, two, or three letters. The Career Services are centrally monitored to assure that Agency personnel practices are reasonably uniform and that employees are treated equitably. For details about your particular Career Service and how it operates consult your Career Service Handbook which is available through your career management representative or personnel officer.

## V. Keys for Your Career

### B. Performance Evaluation

The Agency's personnel evaluation program includes a system for evaluating your job performance (the Fitness Report) and a system for comparative evaluation of related groups of employees within the Career Services. The Fitness Report is a task oriented evaluation of your performance of your assigned duties and responsibilities whereas the comparative evaluation is a review of you the individual in comparison to others of the same grade or function and has a number of uses, among which are the assignment, promotion, development and retention of employees.

Your supervisor is responsible for having frequent work-related conversations with you during the rating period to ensure that you have a clear understanding of the nature and scope of your duties and responsibilities, to offer guidance and encouragement, to discuss your assignment and your performance, and to follow up previous discussions. The Fitness Report is the formal record of the appraisal by your supervisor of your job performance. A reviewing officer at the next level of management also comments on your work performance and there is provision for you to address the evaluation itself or to add information that your supervisor may not have addressed but you would like to include. See  for further information.

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## V. Keys for Your Career

### C. Competitive Promotion System

Your promotion in the Agency is based on a competitive merit system. The responsibility for the promotion system is delegated to the Heads of the Career Services. The principal mechanism for promotion selection is comparative evaluation of employees in a particular grade and function by a Career Service or Career Service Sub-group panel or board. Among the several factors, or criteria, used for the evaluation of employees are, Fitness Reports for current grade, level of present assignment, potential, time in grade, and other criteria pertinent to the Career Service or Sub-group.

In FY 1979 the Agency will have common promotion dates, by grade, for all grades above GS-06. The Career Services have the option for semi-annual or annual promotion exercises. You can get a rough estimate of the number of promotions programmed for your grade level each fiscal year, from the published Annual Promotion Targets.

## V. Keys For Your Career

### D. Personnel Career Development

#### 1. Vacancy Notices

The purposes of the vacancy notice system are to make as many job opportunities as possible available to employees, to make optimum use of personnel resources, and to complement Career Service development actions. Vacancies may be advertised within a component only, within the Directorates only or Agency-wide, or any combination of the three. Components either circulate the notices, or post them in a central point, or use a combination of both methods. In addition, copies of current notices are available in the Personnel/Support offices of all components, in room 1H1129 of the main Library, the Office of Personnel in rooms 332 and 836 Ames Building, and a monthly listing is posted on official bulletin boards in all Agency buildings. Employees who meet the qualifications outlined in the notices may submit applications through their component personnel officers for consideration for the vacancy. Applications and files are forwarded to the advertising component which then determines which of the applicants, if any, they wish to interview. Interviews are not mandatory as the Official Personnel File is reviewed first to determine the applicability of the applicant's qualifications for the position. The final selection is made by the component with arrangements made with the losing component for a release date. Employees not selected for vacancies are notified either orally or in writing of their non-selection.



## V. Keys for Your Career

### D. Personnel Career Development

#### 2. TRAINING

The Office of Training (OTR) conducts formal training courses in response to the many and varied requirements of the Agency. New employees are scheduled for Orientation Courses in order to acquaint them with the Agency's organization and benefits and its administrative and security practices.

Courses of Instruction are offered to employees at all levels to assist them in improving their performance in their current assignment as well as to aid in preparing them for other assignment involving new or additional responsibilities. The subject matter includes language training, operations, management, administration, Information science and analysis training.

In addition to formal internal Training, employees may participate in on-the-job training (OJT), specialized training conducted by various Agency components, and non-CIA training programs. Normally, employees who have completed at least one year of continuous government service may be sponsored in an external training program if the subject matter is related to their present or prospective job assignment.

Training is a vital and integral part of your career development and you are encouraged to pursue appropriate training courses and programs through consultation with your supervisor, career counselor, or the OTR person assigned to your directorate.

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V. Keys For Your Career

D. Personnel Career Development

3. Employee Counselling

The Office of Personnel provides counselling services in several areas for all employees, in addition to those provided by component and Directorate Career Counsellors, EEO Counsellors, the Office of Medical Services, the Office of Security and the Office of Training. The OP counselling services cover personal problems, retirement, outside employment, internal reassignment and job-related situations. While employees are encouraged to seek resolution of job-related problems first within the component/directorate, OP is available to assist wherever possible.

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## VI. Other Personnel Programs

### E. Handicapped Employee Program

The Agency has an affirmative action plan for the hiring, placement, and advancement of handicapped individuals and disabled veterans. The Agency seeks handicapped persons who first are qualified for vacancies, and then attempts to adjust to the nature of the handicap.

Several dozen persons with a wide range of handicaps have been hired in the last three years. Agency buildings have been modified to accommodate better the handicapped, including the installation of special communication equipment.

The Director of Personnel has responsibility for coordinating affirmative action efforts on behalf of the handicapped, but integration of the principles of the program into the overall management system rests with the managers and supervisors in each component. Questions and suggestions regarding the program should be directed to the Coordinator for Handicapped Employment.

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## VI. Other Personnel Programs

F. Awards Program

The Agency's Honor and Merit Awards Program is intended to give recognition to Agency employees for particular personal deeds of valor, for other singularly important contributions to the national intelligence effort, and for meritorious performance. National awards may be presented to employees as well as awards designed exclusively for Agency service. Form 600, Recommendation for Honor or Merit Award, provides helpful instructions on how to make a recommendation and may be obtained from your Personnel Officer or the Executive Secretary of the Honor and Merit Award Board. [ ] provides more specific information about the nature of the awards and the criteria of eligibility. STAT

The Central Intelligence Agency participates in awards programs administered and sponsored by private and quasi-governmental organizations to honor publicly Federal employees. The Agency nominates eligible candidates for these awards and submits the nominations to the appropriate organization for further action. [ ] describes these awards, eligibility criteria, and forms of recognition. STAT

G. Employee Suggestions and Achievements Program

The Agency is particularly interested in any ideas that you have that will increase effectiveness, solve problems, save time or money, conserve energy, or improve safety. Recognition is offered in the form of monetary awards for your ideas and inventions that

produce these results. Your supervisor or members of the Incentive Awards Branch of the Office of Personnel will be glad to assist you in the submission of an idea. Suggestion Form No. 244, with instructions, is available in building supply rooms.

Agency supervisors may recommend cash awards for employees who have evidenced a special achievement<sup>e</sup>, sustained superior performance, or exceptional accomplishment. Recommendations for these awards are made on Form 3960, available from your Personnel Officer and the Incentive Awards Branch.

STAT  contains further information on this program and the amounts of money that may be awarded.

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## VI. Other Personnel Programs

### A. Equal Employment Opportunity

CIA is firmly committed to equal employment opportunity for all. It has strong affirmative action programs which emphasize: recruitment activities designed to reach all segments of our society, fair selection procedures, effective use of our human resources, and upward mobility. It is Agency policy to prohibit discrimination based on age (over 40), color, mental or physical handicap, national origin, race, religion, or sex. Where consistent with the requirements of security, the Agency complies with applicable provisions of the EEO regulations of the Civil Service Commission.

Details of the Agency program and discrimination complaints system may be found in: Cornerstones, a pamphlet which summarizes EEO Executive Orders, Public Laws, etc; the annual Equal Employment Opportunity Plan which outlines the CIA EEO action plan; and a pamphlet How the Discrimination Complaints System Works. Copies of these items and additional information and assistance may be obtained from your Office or Directorate Equal Employment Opportunity Officer or directly from the Agency Office of Equal Employment Opportunity

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## VI. Other Personnel Programs

I. Grievances

Heads of the Career Services have established uniform grievance procedures in each of their individual services and you are urged to become familiar with the procedures in your Career Service. These procedures provide for prompt and fair consideration of any expressed dissatisfaction you may have with working conditions or other matters subject to control of Agency management. The aim of the system is to resolve grievances in an informal manner and at the lowest <sup>possible</sup> level of administration. Although you may discuss a possible grievance with other Agency officials, normally you should bring any grievance to the attention of your supervisor who is responsible for taking action on the matter seeking the advice and assistance of others when necessary. Should you have a valid reason for not taking the grievance to your immediate supervisor or other persons as may be specified by your Career Service grievance system you may go directly to the Inspector General. For further details on the processing of a grievance consult

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## VI. Other Personnel Programs

### J. Separation from the Agency

If for any reason you decide to resign from the Agency, you are expected to provide written notice at least two weeks in advance of the day you plan to leave. This will enable you to complete the processing necessary before you are cleared to leave the Agency. Among other matters, officials of the Agency will review with you what and how much you may disclose about the nature of your status and work in CIA. This particular approval, incidently, must be acquired before you commence looking for employment outside the Agency should that be your desire. You should not wait until the day of actual separation.

Agency employees are subject to involuntary separation at any time under the Director's authority should he determine such action be necessary and advisable in the interests of the United States. Such termination shall not affect the right of such employees to seek employment elsewhere in the Federal Government.

Your job security in the Agency depends upon successful completion of the probationary period; acceptance of the Agency's rules of conduct; responsiveness to authorized Agency directives; and, favorable, competitive evaluations. In the case of competitive evaluations an employee may be involuntarily separated should his or her job performance and potential value to the Agency be judged to be near the bottom of the group when compared with others of the same grade and



occupational category. Of course, when Congressionally mandated cuts or the needs of the service dictate a reduction in Agency strength the least contributory personnel as required will be separated. See  or further details.

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## VI. Other Personnel Programs

### K. Management Advisory Groups (MAG)

Employees are encouraged to be aware of the activities of the various MAG groups. The MAG groups are a means by which employee suggestions and problems of common concern can be brought to the attention of senior management. The MAG groups will receive your suggestions for study and may pass them along to senior management with recommendations.

There are MAGs for the DCI, DDA, DDO and NFAC, and a DDS&T management advisory panel. In addition there is a Senior Secretarial MAG and many offices within the directorates have similar groups.

Information as to membership and contact number is provided in the appropriate employee notices.

## VII. Hours of Work

### A. Irregular Working Hours

Some jobs in the Agency require part-time or intermittent employment. Part-time employment is any regularly scheduled work week of 30 hours or less. Intermittent employment is work that is not regularly scheduled, but is performed on an irregular basis as needed. Sick leave and annual leave are earned by part-time employees but not by intermittent employees. Personnel Officers can answer further questions regarding these categories of employment.

## VII. Hours of Work

### B. Leave

In addition to sick and annual leave, there are other kinds of leave for special circumstances. These include:

a. Military. Reservists may be granted up to 15 calendar days leave for active military duty for training purposes each year with no charge to annual leave. Please see your supervisor to schedule the leave and provide your T&A clerk with a copy of your orders.

b. Court. There is no charge to leave when you are called for jury duty or when you are called as a witness under some circumstances.

c. Voting. A reasonable amount of time off is granted to register and vote in national, state and local elections.

d. Leave for maternity purposes. A combination of annual and sick leave and leave without pay is granted for maternity purposes. Sick leave may be used only for that period of time in which the doctor certifies the patient is incapacitated.

2. Leave Without Pay (LWOP). Leave without pay may be granted for purposes which mutually benefit the employee and the Agency. See your supervisor to schedule all leave. There are certain restrictions and approvals required in the above types of leave so check with your personnel or administrative officer on the details before requesting these types of leave.

## VIII. Compensation

### A. Position Classification

Unless you are in training or in some other situation of a temporary nature your position of assignment carries an occupational title and a grade. The title is indicative of the work required and skills needed to satisfy the duties of the position, and the grade denotes the designated salary range for performing the duties. Both the occupational title and grade of the position are determined through a process called "position classification." The goals of position classification is to provide employees equal pay for substantially equal work while recognizing that individuals bring different talents and skills to a given job. Position classification operates centrally for the whole Agency under the Office of Personnel. Positions are classified by Agency-wide standards in line with those of the Federal Government's competitive service.

Although employees ordinarily are assigned to positions calling for pay at their grade level the Agency's position management and employee management programs represent a mixed system which provides for other arrangements. Your grade is not necessarily tied to or dependent upon the grade of the position which you currently hold. Intra-Agency employee rotations are common, especially within the larger occupational groupings, consequently, you will find employees of one grade temporarily occupying a position of another grade.

Following your appointment as an Agency employee at a particular grade level you are subject to an evaluation process which determines when you will receive a pay increase to a higher grade (see section on promotions). In other words, as your career develops your compensation level (grade) represents your "rank" in terms of management's evaluation as to the level you are judged to be able to handle responsibilities in your occupational area. For example, in management's eyes an employee at the GS-11 level has the proper qualifications, experience, and skills to function at that level without regard for the grade of the position to which he or she happens to be assigned at the time. See

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for further details.

## VIII Compensation

### B. Within Grade Increases

Within-grade pay increases may be granted to you if you are receiving pay at less than the maximum schedule rate of your grade. A within-grade pay increase is withheld when a proposed adverse action based upon misconduct or unsatisfactory performance is pending.

A regular periodic step increase (PSI) is granted upon the completion of a prescribed waiting period following a written certification by your supervisor that your work is at an acceptable level of competence.

The waiting period for the steps are:

- 1 year - steps 1 through 3
- 2 years - steps 4 through 6
- 3 years - steps 7 through 9

Quality step increases (QSI) are granted apart from and in addition to regular step increases, in recognition of an employee's high quality performance. Such increases are designed to encourage excellence by recognizing and rewarding those whose sustained work performance is above that characteristically found in the type of position concerned.

## VIII Compensation

### C. Overtime (Fair Labor Standards Act)

The Fair Labor Standards Amendments of 1974 brought all Federal agencies including CIA under the Fair Labor Standards Act (FLSA) of 1938, as amended. Certain employees in executive, supervisory, administrative and professional positions as well as employees serving in foreign areas are EXEMPT from the Act. Employees GS-04 and below, most non-supervisory clerical employees, some entry and trainee level professional and administrative employees, and those in specified technical occupations are generally identified as NONEXEMPT. If you are a nonexempt employee you are now covered by two laws for overtime pay and are entitled to be compensated under whichever provides you the greater overtime pay benefit.

FLSA requires payment of overtime (work in excess of 40 hours a week) to a nonexempt employee for all work which the supervisor permits to be done; this includes any work performed for the benefit of the Agency, whether requested or not. For further details on overtime policy see

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## VIII Compensation

D. Premium Pay

In appropriate circumstances, Agency employees are compensated for work performed in excess of the standard basic workweek, outside usual Agency daytime working hours, or under hazardous, hardship, or unusually severe working conditions. Such compensation may take the form of regular overtime, compensatory time, night differential, Sunday premium pay, holiday pay, annual premium pay, or hazardous, hardship, or related adverse condition duty pay. The kind of compensation offered the employee depends on such things as the employee's grade; the hours or days the work is performed; the nature of the work itself; the presence of unusually adverse physical working conditions; whether regularly scheduled standby duty is required; and whether the work can be administratively controlled.  for further details.

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## VIII Compensation

E. Payroll Deductions

With each paycheck you receive a statement, "Earnings, Deductions, and Leave Balances." These statements show your gross pay, your take home pay, the amount of each of your deductions and your leave balance. ~~Two of your~~ <sup>are</sup> ~~deductions are mandatory and include~~ income taxes and payments toward your retirement or social security.

Federal and State income tax payments will be withheld according to your gross salary and the number of exemptions you have claimed on your Federal and State withholding certificates. At the end of each year you will receive a W-2 statement showing the total salary for the year and the amount of Federal and State taxes withheld. Under present law, 7% of your base pay is deducted for retirement coverage in either the Civil Service or the CIA retirement system. If your appointment or contract does not provide for such coverage, the Agency will withhold your portion of Social Security taxes.

Should you elect to participate in certain other programs available through the Agency, payments will be deducted from your paycheck. For example, you must execute standard form 186, Election, Declination, or Waiver of Life Insurance Coverage. Unless you specifically waive the Federal Employees Groups Life Insurance (FEGLI), deductions will be made automatically from your salary each pay period to cover your portion of the regular insurance premium.

Likewise, if you elect to joint one of the hospitalization plans offered under the Federal Employees Health Benefits Act, your portion of the premium will be deducted from your paycheck. U.S. Savings Bonds may also be purchasd through the automatic payroll savings plan.

*Payments to the Credit Union may also be deducted, if you wish.*

IX. Employee Benefits and Services

A. Life Insurance

Federal Employees' Group Life Insurance (FEGLI) has been an integral part of the benefits program for government employees since 1954. FEGLI is term insurance which has no cash value; however, during employment it provides both life insurance and accidental death and dismemberment insurance in equal amounts. The Government pays a portion of the cost of this insurance.

If you have regular FEGLI coverage you are also eligible for the optional FEGLI coverage. You must pay the cost of the optional insurance which depends on your age and increases when you move into a higher age bracket. You may cancel the optional insurance any time without waiving the regular FEGLI.

Should you retire from the Government before age 65 with the proscribed number of years of creditable service on an immediate annuity or for disability, your regular life insurance (minus the accidental death and dismemberment provision) will continue to remain in force free of charge. At age 65 the amount of insurance will be gradually reduced 2 percent each month until the amount of the policy represents 25 percent of the coverage you carried at retirement.

For further details contact the insurance office which will also inform you of the current levels of coverage and the premium rates for both regular and optional FEGLI.

B. Hospitalization Insurance

The Federal Employees Health Benefits Program is available to Agency employees. New employees must decide to enroll or not to enroll within 31 days of employment. Thereafter, employees are permitted to enroll or change plans each November during a declared "Open Season." All plans in the Program provide coverage of hospital, surgical and other medical expenses.

A particularly beneficial feature of this program is the fact that you may continue to be insured under it after you retire, provided you meet certain conditions. An informative pamphlet entitled "The Federal Employees Health Benefits Program" contains much more information about the program. The insurance office will be glad to give you a copy and help you with any questions.

C. Other Insurance Plans

The Agency makes several other insurance plans available to you. For example, there is a plan to cover your travel as a passenger on commercial air carrier and U.S. Department of Defense aircraft. Other plans cover specified dread diseases, income replacement, group term life insurance and 24-hour flight and accident insurance. Further information may be obtained from the insurance office located in room IJ-27 Headquarters.

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IX. Employee Benefits and Services

D. Job Related Disabilities and Death Benefits

If an Agency employee, while in the performance of duty, sustains a personal injury, contracts an occupational disease or is killed, the Federal Employee Compensation Act (FECA) provides benefits. Some of these benefits are medical care and compensation to the employee for temporary or permanent disability, or in the case of death, compensation to surviving dependents. For additional information on this important benefit please contact Personal Affairs Branch on

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IX. Employee Benefits and Services

E. Financial Services

1. Credit Union

You are invited to join the Agency Credit Union. You may join by depositing a minimum of \$5. Members of the Credit Union may deposit savings by purchasing shares in the Credit Union (the Credit Union has consistently paid a higher rate of dividends than is available in most commercial savings institutions); cash their salary checks and personal checks (up to \$200); obtain low interest rate loans.

Several types of loans are available, including personal, educational, and car loans. New employees who require some financial assistance while awaiting their regular salary checks may receive information on obtaining this assistance by visiting the Credit Union at its Main Office in Room 1 J 33 of the Headquarters Building or by calling

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2. Educational Aid

The Agency has an Educational Aid Fund (EAF) supported by voluntary contributions from CIA employees. This program is designed to provide scholarship aid to qualified dependents of Agency personnel who wish to pursue educational programs in accredited institutions of higher learning. Further information concerning this program may be obtained from the Executive Secretary of the EAF located in the Personal Affairs Branch.

3. Emergency Funds

*If you*  
~~When an Agency employee finds himself~~ *yourself* in urgent need of financial assistance through no fault of his *your* own and *are* is unable to obtain money from commercial or Credit Union loans or from personal sources, the Public Service Aid Society (PSAS) may be of assistance. The PSAS, a non-profit organization, is supported entirely by voluntary contribution from CIA employees and assists needy employees through special grants and non-interest bearing loans. *If you* believe you need such assistance contact the Personal Affairs Branch.



VIII. Employee Benefits and Services

1. Retirement Systems

Most Agency employees are covered under either the Civil Service Retirement System (CSRS) or the CIA Retirement and Disability System (CIARDS). [ ] for detailed information on these two systems.)

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The Agency provides a full range of retirement information, services and processing. This includes such matters as pre-retirement counseling, preparation of annuity estimates, retirement processing, certain external employment assistance, and post-retirement service to CIARDS annuitants.

Employees who desire an individual appointment to discuss pre-retirement planning or employment assistance should contact the Retirement Counseling and Employment Assistance Branch on

[ ] Employees nearing retirement who would like annuity estimates prepared or who are seeking other information regarding retirement benefits or processing procedures should contact the Retirement Operations Branch on [ ] All discussions are treated confidentially.

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The Agency has a program through the Voluntary Investment Plan (VIP) through which employees may invest, voluntarily and over the long term, a portion of their salaries with a view to supplementing their eventual retirement income. Members must be

U.S. citizens covered under either CSRS or CIARDS and must have been in Agency employment for at least a year. For further information on the VIP call

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Annual seminars on financial planning and retirement are held which are open to all employees. Experts in these specialized fields address the seminars and various "handouts" are made available. The Financial Planning Seminar is designed for younger employees and topics discussed include the financial stake employees have in their retirement system and the benefits available under it, various types of health, life and other insurances, home ownership, investments, etc. The Retirement Information Seminar focuses on areas of general interest to all prospective retirees. Subjects covered include new life roles, continuing education, health, housing and relocation, legal and tax matters, finances, among many others.

Watch for the employee bulletins announcing these seminars and plan to attend.

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VIII. Employee Benefits and Services

6. Other Services

1. Blood Bank

On the second Tuesday of each month you will have the opportunity to donate blood to the Red Cross Blood Bank. This is the day on which the Red Cross Bloodmobile visits the Headquarter Building. Agency employees and their immediate families are eligible to receive blood replacement free of charge in any hospital in the United States which participates in the Red Cross Blood Bank program. If you need blood replacement for yourself or a member of your family, contact the Personal Affairs Branch of the Office of Personnel  and the necessary arrangements will be made.

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2. Bulletin Boards

Bulletin boards are located in various places throughout Agency buildings for your convenience. Notices advertising items for sale, apartments and houses for rent or for sale, and rides needed for work and weekend trips are found on these boards. If you wish to put a notice on the board, it must first be cleared through the Personal Affairs Branch, Office of Personnel

3. Car Pools

If you have a car and would be interested in joining a car pool or if you are looking for a ride to work, you may check the bulletin boards for information, especially the car pool locator board located next to the Credit Union in Headquarters.

#### 4. Recreation

The Employee Activity Association (EAA) is an active organization providing sponsorship and guidance for a wide range of leisure-time activities. The clubs which you may join range from stamp-collecting to skiing and activities such as choral singing, auto maintenance, gardening, and bridge. For sport enthusiasts, teams have been organized for competition within the Agency. In addition, tickets to plays, concerts, sports, and special events are available to members of EAA. If you are interested in becoming a member of EAA, stop by the Association's office located in Room 1-F-93 for brochures and application forms or call

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VIII. Employee Benefits and Services

6. Other Services

5. Medical Services

As an Agency employee you must be medically qualified for the job you are expected to do. During your association with the Agency, you may be examined in connection with an overseas assignment, a long illness, <sup>on request</sup> or by your office to determine your continued fitness for duty. The facilities of the Office of Medical Services are available to all employees for preventive or emergency treatment and for related advice and assistance. If you need medical care while on duty, report to the Chief Nurse in the main Medical Office or to your nearest health unit.

Continuing medical treatment for illness or injury not connected with office duty must be obtained from private physicians but, to assist you in this regard, a list of recommended doctors and facilities is maintained in the Medical Office for your convenience. In addition the Medical Office provides a consultative service to assist employees in identifying and dealing with personal or medical problems in the same confidential manner as its traditional services. If you wish to avail yourself of this consultive service call

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~~VIII.~~ Employee Benefits and Services

G B. Other Services

6. Legal Inquiries

The Office of the General Counsel (OGC) is available to assist an employee to determine the need for legal counsel and upon request provides names of local attorneys. OGC does not offer regular legal services for employees.  further information.

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IX. Personal Activities

A. Personal Mail and Telephone Calls

You may not use the Agency address for personal mail since its handling would put an unnecessary burden on our facilities and might jeopardize security. Similarly, you should not use the Agency telephone lines for personal calls except in cases of emergency. (Pay telephones are located in the corridors for your personal convenience.)

B. Personal Visitors

Under the Agency's security requirements, personal visitors are not permitted in any CIA classified area under any circumstances.

C. Credit Reference

Unless you have received specific instructions not to disclose your Agency affiliation, you may use the following as a credit reference when necessary.

Office of Personnel  
Central Intelligence  
Washington, D.C. 20505

D. Personal Financial Affairs

The Agency considers your financial affairs to be a personal responsibility but expects you to fulfill all of your obligations. An employee who fails to do so or <sup>becomes subject to</sup> ~~involves himself in~~ external collection efforts may be adjudged unsuitable for continued employment.

E. Political Activities

As a Federal employee, you are subject to the provisions of the Hatch Act which restrict or preclude your participation in certain

political activities. (For detailed information on this subject, see the Agency Regulation on Employee Conduct.) Any questions you may have concerning the Hatch Act or your own political activities should be directed to the Special Activities Staff of the Office of Personnel.

F. Marriage

Although marriage is obviously a private concern, the marriage of Agency employees does raise certain questions of security which must be considered. If you marry a United States citizen, you must furnish your supervisor certain information about your fiancé, at least 90 days before the date of your marriage. If your intended spouse is an alien, you must obtain prior approval from the Director of Central Intelligence for continued employment in the Agency after marriage. (Specific procedures to follow in providing the required information may be found )

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XI General Regulations

A. Automobile Traffic on Agency Property--Parking

If you drive a car on the grounds of Agency buildings, you are required to comply with all posted speed and traffic signs. Parking on the grounds is allowed only if you possess a valid parking permit. Violators of Agency traffic and parking regulations are subject to fines or other administrative action.

B. Cameras

Pictures shall not be taken of any Agency areas, buildings, or offices and ~~personally owned~~ <sup>personal</sup> cameras are not permitted in CIA facilities.

C. Canvassing--Gambling--Intoxicants

Canvassing, soliciting, or peddling in CIA buildings is prohibited. However, you are invited to participate in fund drives conducted under the uniform Federal Fund Raising Authority. Normally, only one such drive is carried out each year. Betting, "bookmaking," or any other form of gambling is not permitted in Agency buildings. Intoxicating liquor or drugs are also prohibited within CIA buildings.

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## XI. General Regulations

### D.E. Where to Find Agency Regulations

An employee who wishes to look up the details of a particular regulation can do so by contacting the component admin office or the component personnel officer.

XIII Emergency Numbers

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Blood Bank

Bulletin Board

Credit Union

Educational Aid Fund

Equal Employment Opportunity

Employee Activity Association

Employee Counseling

Honor and Merit Awards Board

Insurance Office

Medical Office

Personnel Emergencies

Retirement Information

Safe Combinations Changes & Repairs

(If no answer call )

Security

Suggestions Awards Committee

Voluntary Investment Program

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